



The State Grant Information Technology Application makes grant information accessible to EPA Personnel, OMB, and State agencies. Grant pages contain general information as well as electronic copies of workplans and progress reports. The information is searchable and editable (based on user role). The following document serves as a guide to basic functionality.

Registering

All users must register in order to use SGITA.

- 1) Go to: <https://ofmext.epa.gov/apex/sgita/f?p=SGITA>
- 2) Then click on the “New User Registration” link (see Figure 1)
- 3) If you already have an EPA LAN ID and password, proceed to step seven (7) of these instructions
- 4) If you do not have a LAN ID and password you will need to register on the Web Application Access (WAA) site and with the SGITA database. First you’ll need to register on the WAA site. Go to:
<https://waa.epa.gov/waa/selfregistration/index.do>
Follow the instructions in the Registration – Step 1 section on the New User Registration page.
- 5) Once your access has been approved, you will receive an email confirmation containing your Login ID.
NOTE: It may take a day or so to receive an approval email.
- 6) You do not need to wait for your WAA email confirmation to register with SGITA (Registration – Step 2).

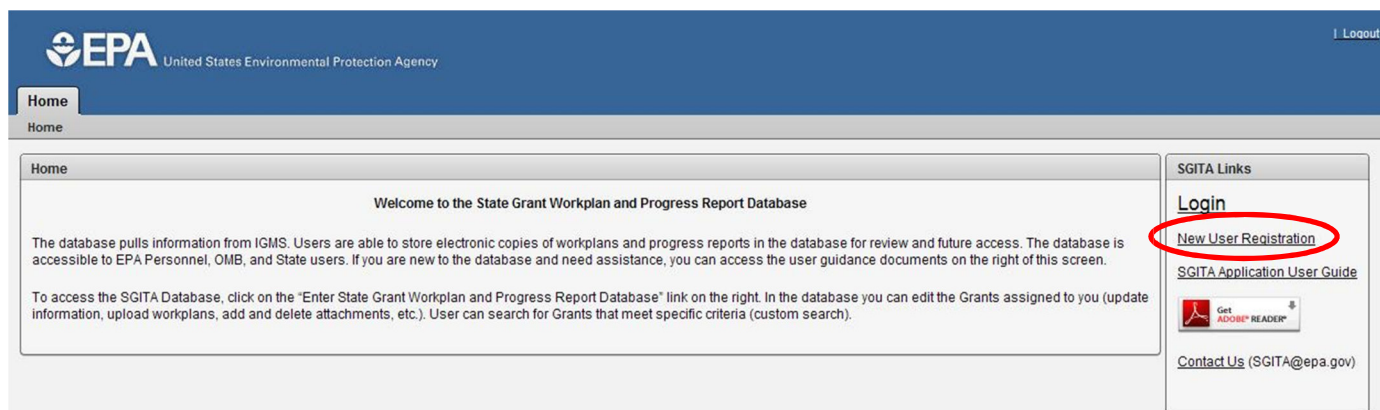


Figure 1 – New User Registration Link



- 7) Complete the New User Registration form (Registration – Step 2). Then click “Register”.

The screenshot displays the EPA SGITA Registration Page, Step 2. The header includes the EPA logo and the text 'United States Environmental Protection Agency'. A navigation bar shows 'Home' and 'Registration'. The main content area is titled 'Registration - Step 2' and contains the following text:

All SGITA users will need to register to access the SGITA database. Proceed to the applicable section below.

EPA Employees or Contractors with an access to EPA systems and computers

Proceed directly to Step 2. (User Name = the User Name you use to log into your EPA computer [LAN ID] and Password = the corresponding password).

Users External to EPA without an access to EPA systems and computers

You will need to register on the WAA site with WAM Self Registration. If you already have a WAM ID and password, ensure you have the following information and proceed to Step 2.

- Email Address = Your email address must exactly match the email address in Step 2 below.
- EPA Contact Name = SGITA Coordinator
- EPA Contact's Email Address = SGITA@epa.gov
- EPA Contact's Phone Number = (555) 555-5555
- Select the Community or Application for which you are requesting access = SGITA Application

Below the text is a 'Register' button.

The 'Registration - Step 2' section contains the following form fields:

- *First Name: [Text Box]
- *Last Name: [Text Box]
- *E-mail Address: [Text Box] (youremail@domain.com)
- *Confirm E-mail: [Text Box] (youremail@domain.com)
- *Phone: [Text Box] - [Text Box] - [Text Box] (999-999-9999)
- *Agency: ☐ EPA, ☐ OMB, ☐ State or Local Government
- *Justification: [Text Area]
- *User Agreement: [Text Block]

The User Agreement text reads: "You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system you understand and consent to the following:"

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Below the User Agreement is a checkbox labeled "Click 'I Agree'" and "I Agree".

At the bottom of the form are two buttons: 'Register' and 'Cancel'.

Figure 2 – SGITA Registration Page

NOTE: “Justification” should be the reason you need access to the SGITA db.

- 8) Once your registration is approved, you will receive a confirmation email and you will have access to SGITA based on your role.
- 9) You must have both a confirmation email for access to SGITA and a User ID and password to access SGITA.



Search for Grant Information

To access the SGITA database click "Login". The WAA Login page will open. Enter your User ID and Password (either your LAN ID and password or the User ID and Password from your WAA registration).

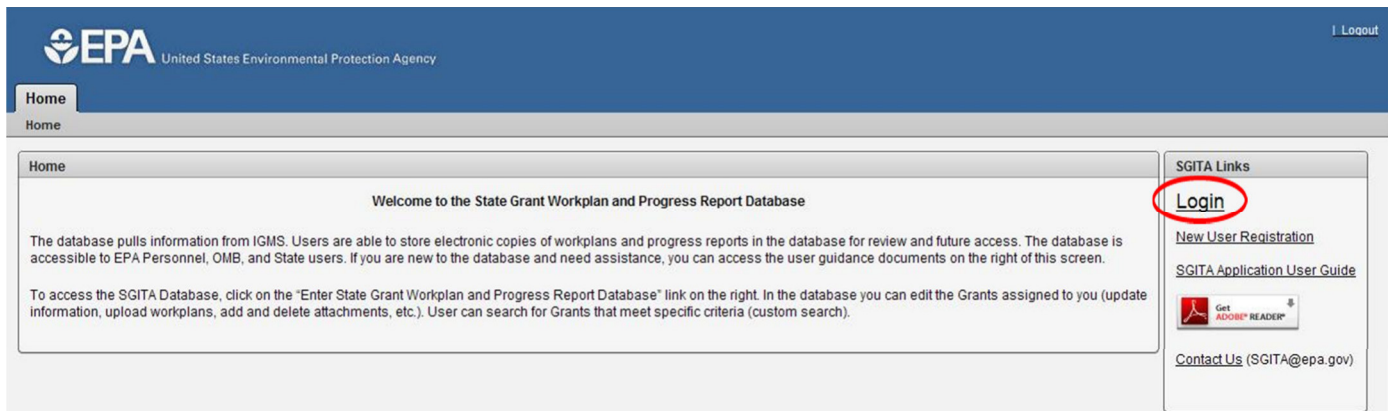


Figure 3 – Login Link

Once you have logged in you will be able to view the SGITA database. SGITA contains grant information. Users can search for and view grant information. Editing information is limited to the Project Officers that is assigned to the grant.

Using the search filters, select the parameters of your search. Then click the Search button.

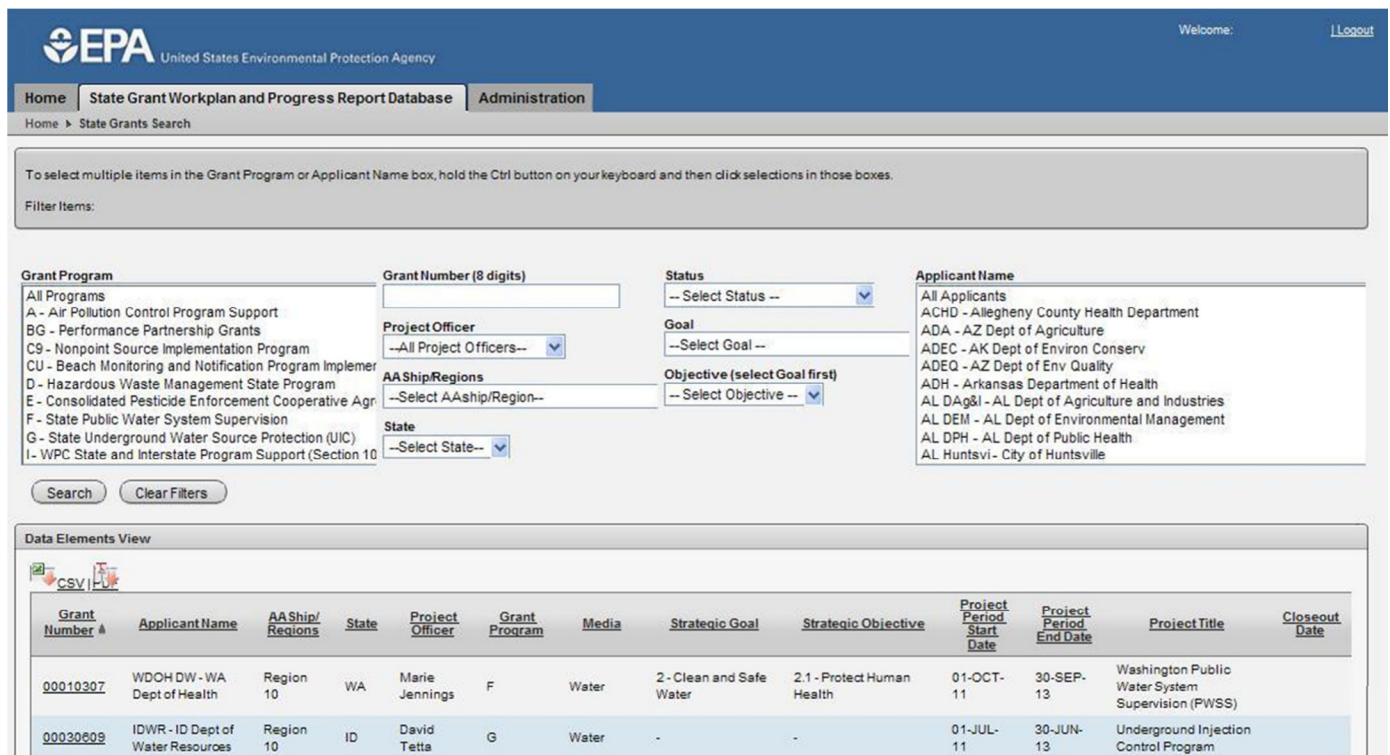


Figure 4 – SGITA Search Page



SGITA will display the results below the filters.

To select multiple items in the Grant Program or Applicant Name box, hold the Ctrl button on your keyboard and then click selections in those boxes.

Filter Items:

Grant Program All Programs A - Air Pollution Control Program Support BG - Performance Partnership Grants CG - Nonpoint Source Implementation Program CU - Beach Monitoring and Notification Program Implem D - Hazardous Waste Management State Program E - Consolidated Pesticide Enforcement Cooperative Agr F - State Public Water System Supervision G - State Underground Water Source Protection (UIC) I - WPC State and Interstate Program Support (Section 10	Grant Number (8 digits) <input type="text"/> Project Officer Katherine Griffith AAShip/Regions --Select AAShip/Region-- State --Select State--	Status -- Select Status -- Goal --Select Goal -- Objective (select Goal first) -- Select Objective --	Applicant Name All Applicants ACHD - Allegheny County Health Department ADA - AZ Dept of Agriculture ADEC - AK Dept of Environ Conserv ADEQ - AZ Dept of Env Quality ADH - Arkansas Department of Health AL DAgbi - AL Dept of Agriculture and Industries AL DEM - AL Dept of Environmental Management AL DPH - AL Dept of Public Health AL Huntsvi - City of Huntsville
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Data Elements View

Grant Number #	Applicant Name	AAShip/Regions	State	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00031509	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.1 - Preserve Land	01-JUL-11	30-JUN-12	Underground Storage Tanks Program	
00031510	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.2 - Restore Land	01-JUL-12	30-JUN-13	UST Compliance and Outreach Activities	
96068003	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.1 - Preserve Land	01-JUL-11	30-JUN-12	ODEQ LUST Prevention FY 11	
96068004	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.2 - Restore Land	01-JUL-12	30-JUN-13	Oregon LUST Prevention Compliance Inspections	

row(s) 1 - 4 of 4

Figure 5 – Search Results

View Grant Information

Click on the Grant Number to view the information for the specific grant on the Data Record page for that grant.

Data Record Page

State Grant Workplan and Progress Report Record

Grant Program: L
Grant Number: 00031509
Applicant Name: ODEQ - OR Dept. of Environ. Quality
State: OR
AAShip/Region: 10
Media: Solid Waste
Project Officer: Katherine Griffith
Essential Element I - Strategic Goal: 3 - Land Preservation and Restoration
Essential Element I - Strategic Objective: 3.1 - Preserve Land
Project Period Start Date: 01-JUL-11
Project Period End Date: 30-JUN-12
Project Title: Underground Storage Tanks Program
Closeout Date:

Workplan <input type="button" value="Add"/> <input type="button" value="Delete"/> no data found	Progress Reports <input type="button" value="Add"/> <input type="button" value="Delete"/> no data found
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Figure 6 – Data Record Page

If you have access rights for the grant, you will be able to add or delete Workplans or Progress Reports for the grant.

Export Search Results

The results of any search can be exported to Excel or PDF format.

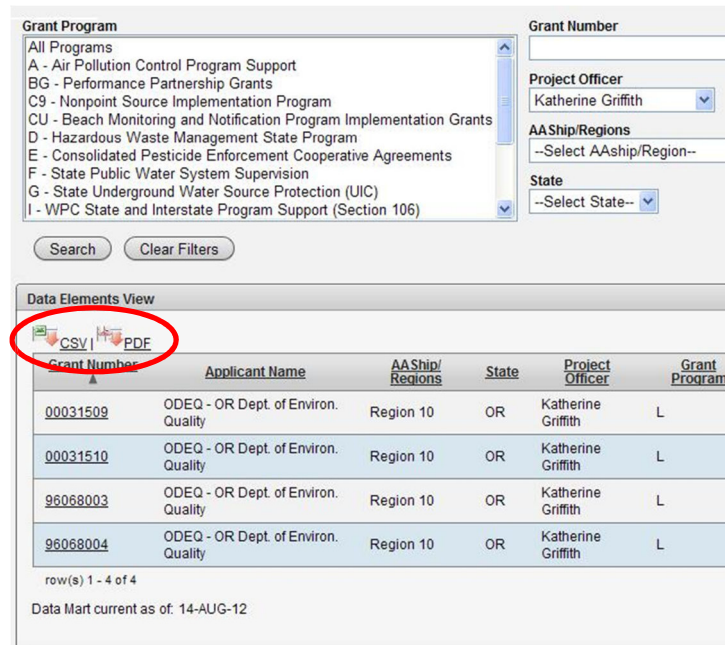


Figure 7 – Export Search Results Icons

To export the results to Excel:

- 1) Click on the CSV icon.
- 2) Click the Open button to open the spreadsheet *or* click on the Save button to save the spreadsheet.

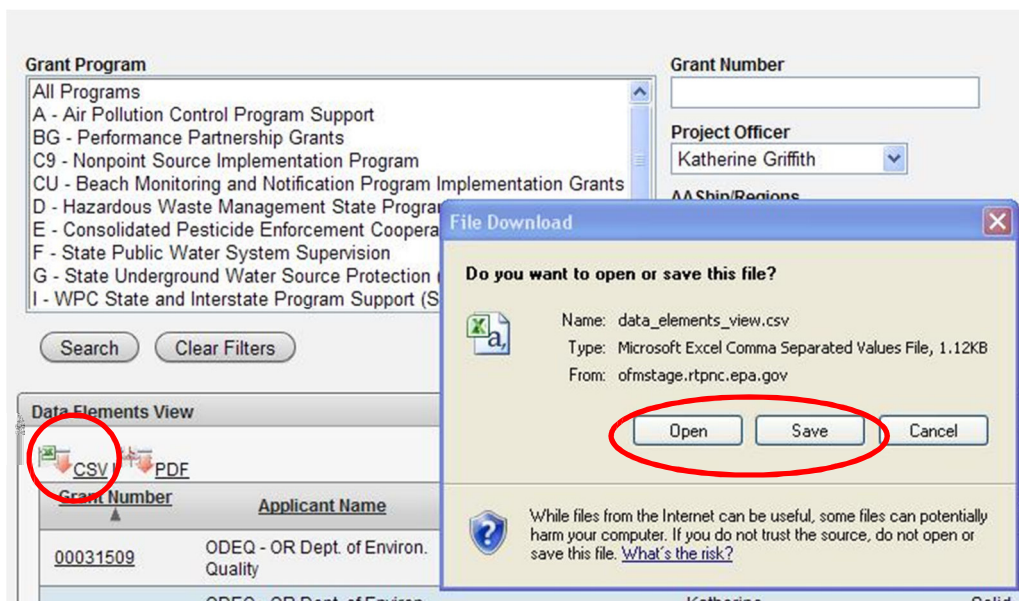


Figure 8 – Export an Excel Spreadsheet of Search Results

To export the results to PDF:

- 1) Click on the PDF icon.
- 2) Click the Open button to open the PDF document OR Click on the Save button to save the PDF document.

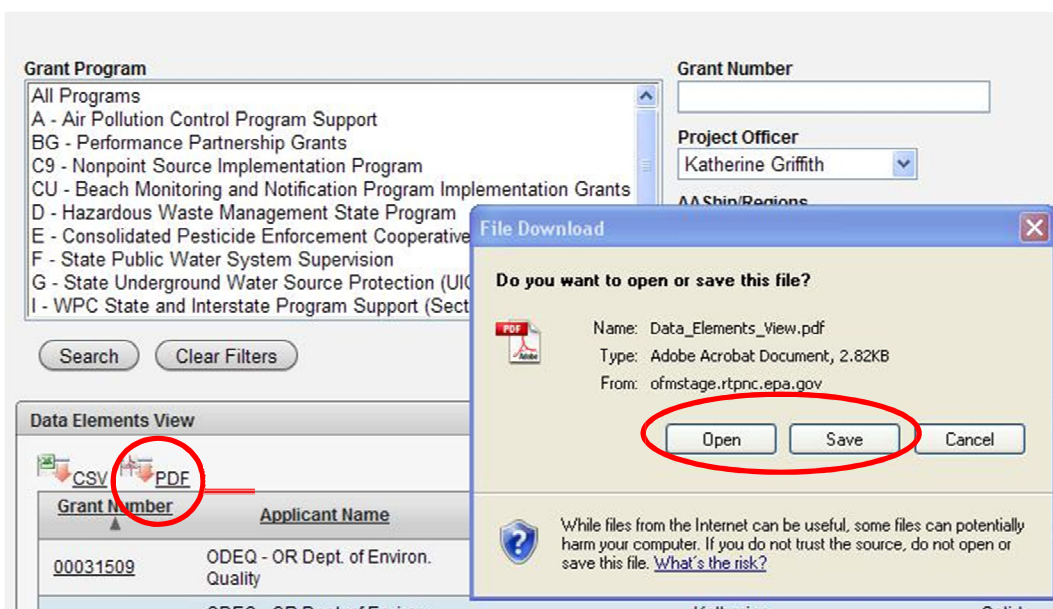


Figure 9 – Export a PDF of Search Results

Questions?

If you have questions or need assistance with SGITA, send an email with the details to: SGITA@epa.gov



Frequently Asked Questions

1. Why is my grant missing from SGITA?

SGITA includes only these grant programs:

- A - Air Pollution Control Program Support
- BG - Performance Partnership Grants
- C9 - Nonpoint Source Implementation Program
- CU - Beach Monitoring and Notification Program Implementation Grants
- D - Hazardous Waste Management State Program
- E - Consolidated Pesticide Enforcement Cooperative Agreements
- F - State Public Water System Supervision
- G - State Underground Water Source Protection (UIC)
- I - WPC State and Interstate Program Support (Section 106)
- K - Toxic Substances Compliance Monitoring Cooperative Agreements
- K1 - State Indoor Radon Grants
- K3 - PCB State Enhancement Grant Program
- PB - State Lead Grants
- RP - State and Tribal Response Program Grants

Program Code "L" for State and Tribal Underground Storage Tanks Program is no longer required to submit workplans and progress reports to SGITA as it is not an applicable program under GPI 11-03.

SGITA does not include Tribal grants.

If you are a State or Local government employee, you may access grants for your office only. Rarely, special requests are granted to allow you to view all grants in your State. If you believe you should be able to view additional grants, please **Contact Us** - <https://ofmpub.epa.gov/apex/sgitapub/f?p=SGITAPUB:CONTACTUS>

2. Why are State and Tribal Underground Storage Tanks grants missing from SGITA?

Program Code "L" for State and Tribal Underground Storage Tanks Program is no longer required to submit workplans and progress reports to SGITA as it is not an applicable program under GPI 11-03.

3. How do I register for SGITA?

Please follow the instructions on the **New User Registration** (<https://ofmpub.epa.gov/apex/sgitapub/f?p=SGITAPUB:REGISTRATION>) form. If you are an EPA employee, skip directly to Step 2.

4. What is my Username and Password?

EPA employees: Your username and password are the same as you use when you login to your EPA computer. You still must **register** (<https://ofmpub.epa.gov/apex/sgitapub/f?p=SGITAPUB:REGISTRATION>) to access SGITA.



OPM, State and Local government employees: You will receive a username and password within 1-3 business days of submitting a **registration** (<https://ofmpub.epa.gov/apex/sgitapub/f?p=SGITAPUB:REGISTRATION>) request.

If you have registered, and you cannot login, your web access password may have expired. Go to **Password Self Service** (<https://pss.epa.gov/landing-page.jsf>) to reset your password or retrieve your username. Wait a few minutes and try to login to SGITA again. If you still have a problem, contact the **EPA Call Center**. Email: epacallcenter@epa.gov. Phone: 1-866-411-4EPA (4372).

5. Why can't I upload a workplan or progress report?

Only the project officer assigned to a grant may upload documents. If the project officer is on leave of absence, the grant may be reassigned to a different project officer in IGMS. The updated project officer will appear in SGITA the next day.

If you are listed as project officer on the grant, you should be able to upload documents. From the **State Grants Search** screen, click the grant number. On the Workplan and Progress Reports page, you should have Add and Delete buttons. If the Add and Delete buttons are missing, please **Contact Us** (<https://ofmpub.epa.gov/apex/sgitapub/f?p=SGITAPUB:CONTACTUS>).

The Add button opens a new popup window. Make sure your browser allow popups. There may be a warning message in your browser asking whether you want to allow popups for this site.

The Add Workplan / Add Progress Report popup window may be hidden behind your main browser window.

Large files may take a long time to upload from the Add Workplan / Add Progress Report popup window. Wait patiently for the file to complete uploading, especially from a remote location. When the upload is finished, "New file has been added successfully" will appear at the top of the popup window.

The list of uploaded files will refresh after you close the Add Workplan / Add Progress Report popup window.

6. What types of documents may I upload?

Common document files are acceptable, with these file extensions: .pdf, .doc, .docx, .txt, .htm, .html, .xls, and .xlsx. Zip files and executable files are not acceptable.

7. Is there a limit to the number of files that can be uploaded?

No. You may upload as many documents as you want. Previously, SGITA showed only the first 15 files uploaded. That limitation has been fixed.

8. Why do I receive an "IGMS - SGITA Quarterly Reporting Notification" email for a grant without a quarterly reporting requirement?

The "IGMS - SGITA Quarterly Reporting Notification" email is generated by IGMS, not by SGITA. Some grants do not require quarterly reporting, but the project officer receives this email anyway. Entry of the progress reports is only required based on the terms and conditions of the award.



9. How do I contact the SGITA support team?

Fill in the **Contact Us** (<https://ofmpub.epa.gov/apex/sgitapub/f?p=SGITAPUB:CONTACTUS>) form. Or email us at **SGITA@epa.gov**.